

1099 DEADLINES AND DATES TO REMEMBER

November 30, 2004 – Tuesday

- ❑ **Statewide 1099 Training Seminar**
Registration 1:00 – 1:15 pm, Training 1:15 – 4:00 pm
Legislative Services Building, LAC Audit Hearing Room
200 East 14th Avenue (across from the Capitol on the SE corner of 14th Ave & Sherman St) Denver CO

December 6, 2004 - Monday

- ❑ 1099 Reports Review Workshop 9:00 – 11:30 am
State Controller's Office, Conf Room B, 1525 Sherman St, 2nd Floor, Denver CO

December 7, 2004 - Tuesday

- ❑ 1099 Reports Review Workshop 9:00 – 11:30 am
- ❑ 1099 Reports Review Workshop 1:30 – 4:00 pm
Both sessions at State Controller's Office, Conf Room B, 1525 Sherman St, 2nd Floor, Denver CO

December 20, 2004 - Monday

- ❑ **Agency deadline to send VEND changes** to SCO to guarantee updates are included on the T9902 reports which are printed 12/30/04
- ❑ **Agency deadline to send warrant cancellation requests** to SCO to guarantee that 1099 income is credited and reported on the 12/30/04 reports

December 29, 2004 - Wednesday

- ❑ **Agency deadline to enter PV, JV transactions**, and SCO deadline to enter CX transactions to guarantee general ledger entries are picked up on Forms 1099. Transactions must show SCHED on SUSF

December 30, 2004 - Thursday

- ❑ COFRS **PV, JV and CX transactions** must show ACCPT status on SUSF (call SCO for immediate updates if necessary)

January 3, 2005 - Monday

- ❑ First day the COFRS 1099 Table is populated and available for changes

January 21, 2005 - Friday

- ❑ Last day to change 99TX, 1099, VEND, AD99 [the forms are printed after the COFRS nightly cycle]

January 31, 2005 - Monday

- ❑ Forms 1099 must be postmarked